

**2.03 VIOLENCE PREVENTION AND INTERVENTION POLICY**  
(Reference Board Policy \_\_\_\_\_ for complete policy)

**STATEMENT OF POLICY**

Violence in the workplace can have a devastating effect on the productivity of organizations and the quality of life of employees. All across America today we are seeing an increase in acts of violence that occur within the workplace. Recognizing this problem, Leon County has developed procedures to identify, report, intervene and prevent workplace violence.

It is the policy of Leon County to provide a work environment that is reasonably safe, secure, and free from threats, intimidation, abusive behavior and physical violence. Acts of physical violence, direct or indirect verbal threats, stalking, aggressive or intimidating behavior, or provocation, which could lead to violence, will not be tolerated.

**SCOPE AND APPLICABILITY**

This policy shall apply to all Leon County employees and volunteers:

- in the performance of their assigned duties;
- while on Leon County property; or
- in County vehicles, or in personal vehicles on premises defined as Leon County property.

In addition, the County reserves the right to review any incident of violent behavior involving a County employee, on or off duty, and take appropriate disciplinary and/or legal action to discourage future violent behavior and to protect the safety of employees and the public.

This policy, as stated, shall also apply to members of the public including vendors/contractors who engage in violent behaviors directed against County employees or Leon County facilities. This policy, as stated, shall also apply to applicants for employment as referenced in Section 00.12 - Criminal History Screening.

**COMMUNICATION OF POLICY**

The Human Resources division shall be responsible for developing a training and education plan for the organization

**REPORTING**

**All occurrences of violent behaviors shall be taken seriously, and situations of imminent danger should be reported directly to law enforcement.**

All County employees are responsible for immediately notifying their supervisors, division or department management, following the chain of command, of any actual or potential violent

behaviors which occur in the workplace that they have witnessed, been the victim of, or have knowledge of. Factual information on behaviors observed, the nature and type of violent behaviors, any observed or potential weapons, person(s) involved, time, locations, witness information, and any other relevant information should be reported through the employee's chain of command using the Workplace Violence Report Form and related procedures. Employees should report the threat to their immediate supervisor or another member of management.

Upon being notified of actual or potential acts of violent behaviors, supervisors and managers shall immediately notify the Human Resources division to ensure that the matter is evaluated, appropriate disciplinary action is initiated, and any potential victim(s) receive appropriate assistance regarding their safety, security, referral to counseling and if necessary, other referrals.

Reports of suspected violations of this policy shall be kept confidential to the extent permitted by law, and employees who report such violations will not be retaliated against.

Any employee or volunteer who is convicted of any felony or a misdemeanor of a violent nature, shall within one (1) business day of such action notify his/her supervisor in writing of the occurrence. Failure to make such notification shall be grounds for disciplinary action up to and including termination.

#### CONSEQUENCES OF VIOLATIONS

Any employee who commits an act of violent behavior in the workplace shall be subject to disciplinary action up to and including termination. In addition, such individual may be immediately removed from the premises and suspended without pay, as quickly as safety permits (Reference Leon County Board of County Commissioners Personnel Policy and Procedures Manual (LCBCC PP&PM), Section 10.03.5 – Suspension for policy guidance). The suspended employee shall remain off County property pending the outcome of an investigation to determine if further action is warranted. Such further action may include a fitness for duty referral through the EAP program, mandatory counseling, reassignment of job duties, progressive discipline, suspension, termination from employment, and/or criminal prosecution of the person(s) involved.

When a situation requires an investigation in order to determine an employee's involvement in an alleged act of violence in the workplace, the employee(s) under formal investigation or employee(s) participating in a formal investigation, may be placed on Administrative Leave, with or without pay (reference LCBCC PP&PM, Section 7.19 G. Formal Investigations).

Other acts of actual violent behaviors, or violations of this policy, and other matters that are reported shall be fully evaluated by the Human Resources division in coordination with the affected department to determine the appropriate management response.

When any other non-County employee: exhibits threatening behavior which places employees or other citizens in fear for their safety, brandishes or utilizes a weapon to create fear or intimidation, or engages in violent behaviors on County property, the appropriate law enforcement agency shall immediately be notified. The County may take whatever legal action

is appropriate and necessary to prosecute such person(s) and ensure that they are not permitted back in the facility or on County property where the violation occurred.

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